# New Jersey

# Immunization Information System

# (NJIIS)

# H1N1 Vaccine System

# (H1N1)

# Adding Patient Vaccination Records

## H1N1 Vaccination Training Manual for Users

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## Introduction

New Jersey Immunization Information System (NJIIS) is a confidential, population-based, computerized information system that collects vaccination data.  The NJIIS allows users to obtain a complete and accurate immunization history for a new or continuing patient, produce immunization records, reduce paperwork, manage vaccine inventories and introduce new vaccines.

The NJIIS has a new module for the 2009 H1N1 Vaccine Program called the "**H1N1 Vaccine System**".  The providers will use this new module to account for H1N1 vaccine administered to individuals, to order vaccine and to monitor H1N1 vaccine inventory.

A new feature of the NJIIS is the introduction of the H1N1 Vaccine System. This manual explains the steps required to log-in to the NJISS, order H1N1 vaccine, monitor vaccine inventory and document H1N1 vaccination.

# The H1N1 Vaccine System

The H1N1 Vaccine System is a module developed for the 2009 H1N1 Vaccine Program.  Users will use this module to track H1N1 vaccine doses and inventory, order vaccine and record patient vaccination.

To get to the H1N1 Vaccine System homepage, go to
**http://njiis.nj.gov/njiis/jsp/h1n1home.jsp**



*Figure 1: H1N1 Vaccine System Home Page*

## Log in to the NJIIS H1N1 Vaccine Module

To begin the H1N1 Vaccine System module, all users must login.

To log-in to the system:
1. Click the "**Record Patient Vaccination**" link on left navigation bar from "**H1N1 Vaccine System**" home-page and the system will display the login screen.
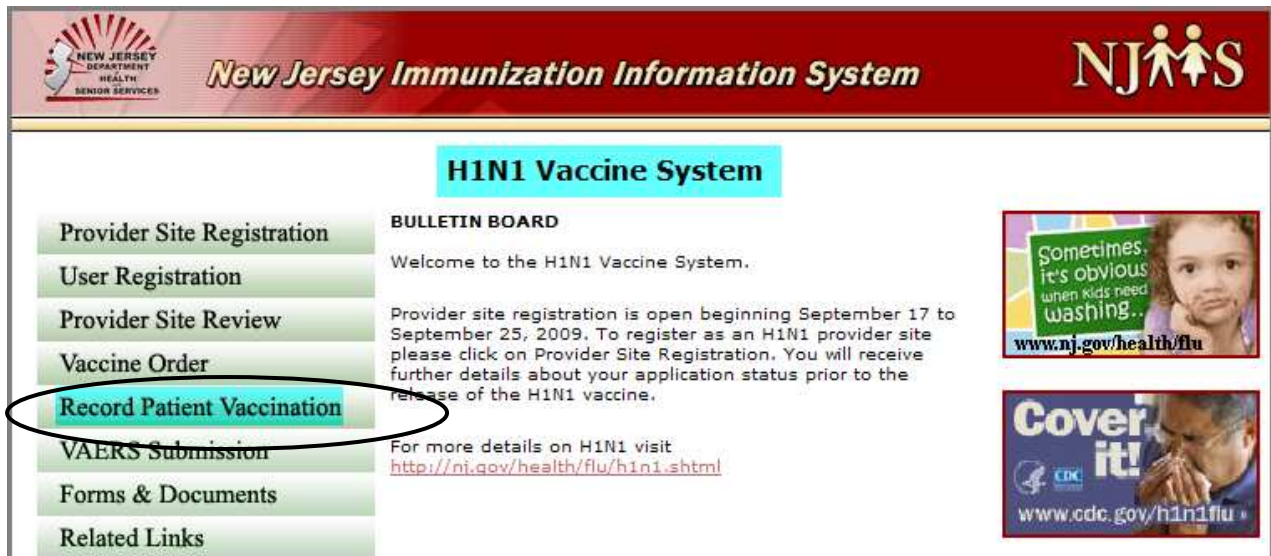


*Figure 2: Record Patient Vaccination Link*

2.  Type your H1N1 Username and Password in the "**Record Patient Vaccination**" screen.

> NOTE: If you are first time user, you must use your default password. Your default password was E-mailed to you when you registered to become a user. The system will prompt you to change your password. If you forget your password you will need to enter your E-mail address and the answer to your security question to reset your password (see Figure 4).



*Figure 3: H1N1 Record Patient Vaccination Login Page*

3. All first-time users must complete the "**Change Password**" screen.  You must complete ALL fields.  Click on the "**Login**" button to proceed.

> NOTE: If you forgot your password, click on the "**Forgot Password**" button on the bottom of the screen.

*Figure 4: H1N1 Change Password Page*

4. To change password, complete all fields in the "**Change Password**" screen. Then Click the **SAVE** button.

> NOTE: Your password must be 6-15 characters with at least ONE number or special character. The password is case sensitive.

## Adding H1N1 Vaccination Record for a Patient

Data entry users should use the "**Search for Patient**" application to determine whether a patient account already exists in the NJIIS.

Using the "**Search for Patient**" screen, users can locate individuals with demographic information or other identifying data.

If a patient is not in the NJIIS and new account must be created.  Conversely, if a patient account is in the NJIIS, record of the H1N1 vaccination should be documented

The next pages explain how to search the NJIIS to find patient records and how to create a new patient account.



*Figure 5: H1N1 Search for Patient screen*

To find a patient, there are three search criteria to choose from:

1. **Personal Info** - Last name, First name, Birth Date (mm/dd/yyyy) and Sex (user must enter *ALL* fields) *or*

2. **Identifiers** - Registry ID, Patient ID or Home/Cell Phone Number (user must enter *only ONE*) *or*

3. **Guardian Name** - Guardian's Last Name and First Name (user must enter *BOTH*).



*Figure 6. Search for Patient*

**Possible Matches Limited to Birth Year**

If the user searches based on Name Search, and there *are one or more matching records* found, the system will display the "*Possible Matches*" (limited to Birth Year) page to verify if this is the desired patient. This screen contains key information about the patient (like Registry ID, Patient Name, Guardian Name, Alias Name, Birth Date, Sex), whose record matches the search criteria.

If the system produces many matches from the search, it is possible to sort the matches to better determine if an individual is your patient.  To sort your search using **Birth Date**, click on the **Birth Date** header.  This will display, in chronological order, al patients who match the search criteria.

Users may also put the cursor over to **Registry ID number**, to display the  patient's address.  This is another method to identify the correct patient.

If the patient to receive H1N1 vaccination is displayed on the screen, a user may select the patient by clicking on the Registry ID link.  This will take the user to the "**Add H1N1 Vaccination**" documentation screen (see Figure 11 above).



*Figure 7: H1N1 Possible Matches screen*

## Adding H1N1 Vaccination for an Existing *NJIIS* Patient

1. Click on the hyperlinked **Registry ID number** from "**Possible Matches**" screen for existing patient.
2. Verify that the name and date of birth are the same as the person receiving the H1N1 vaccination. If it is the same individual, click "Add Patient" button at the bottom of the screen.



*Figure 8. Search for Patient with Matches*

After the user verifies that the individual is the same, the next screen will prompt for H1N1 Vaccination data.  The "**Add H1N1 Vaccination**" screen, displays the demographic information.

NOTE: The demographic information that is listed in light gray cannot be edited from this screen.  Only if the patient's address or phone number has changed would you need to edit their demographic information.  To edit patient demographic information:
1. Click on "**Edit Patient**" button.
2. Edit patient demographic for existing patient.
3. Click "**SAVE"** button at the bottom of the screen to save changes.



*Figure 9: Add H1N1 Vaccination screen for Existing Patient*

### Entering H1N1 Vaccination Data for a Patient

Once the correct patient has been selected, enter H1N1 vaccination information on the "**Patient Information**" screen

1. Enter the date of H1N1 vaccination. On the "**Vaccination Date**" column, "**Today**" is a hyperlink to insert the current date in this field which will make data entry faster. The user must fill out the required information (indicated by the **red asterisk \***). If users are not entering data on the same day as the vaccination, the date must be entered as mm/dd/yyyy.
2. Enter the Injection Site (left arm, right arm, etc.)
3. Select the Lot # of the vaccine.
4. After completing the H1N1 vaccination information section, click the "**Save**" button.



*Figure 10: Add H1N1 Vaccination screen for "Edit Patient"*

To view a list of all vaccinations received by the patient, users may access click on the "**Schedule**" button. The H1N1 vaccine is included in the list of vaccinations. In instances where the H1N1 vaccine is a two-series vaccination, this screen tracks the date of the first and second vaccination (See Figure 15 below).



*Figure 11: Schedule screen*

The "**Schedule**" screen shows all vaccinations that have been given to this individual, as well as those that are currently due to be given.

The "**Edit**" button takes the user back to the "Patient Information" data entry screen.

## Adding H1N1 Vaccination for a New Patient who is not in the NJIIS

When searching for a patient, using "**Name Search**" and the system finds *no matching records*, the system displays the "*No Matching Patient Found* " screen, shown below.
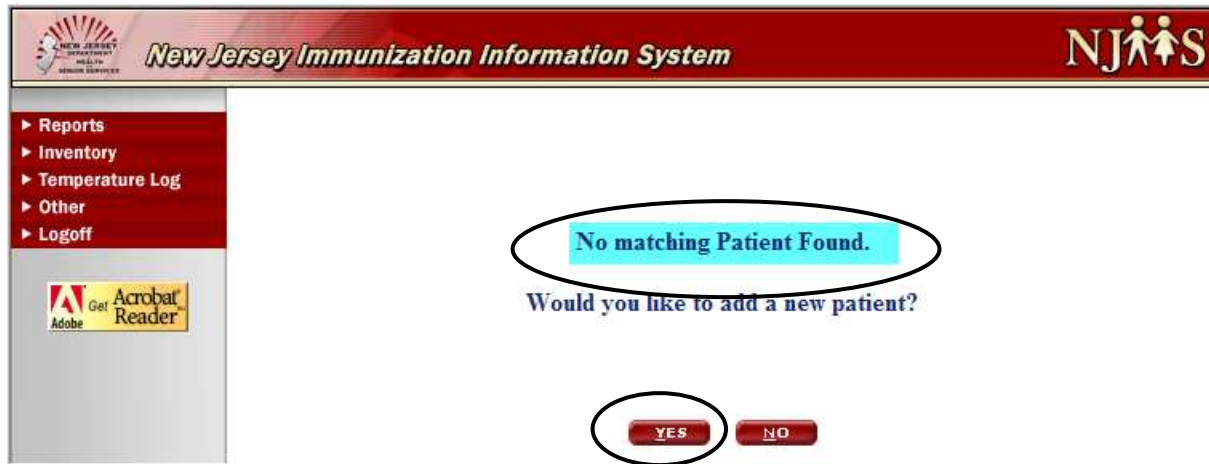


*Figure 12: No Matching Patient Found screen*

To add a new patient to the NJIIS:
1. Click "**Yes**" to add new patient (see Figure 16 above).
2. Enter data for all fields marked with a **red asterisk (*)**.  These are required fields. Users may not proceed until all required fields are completed.
    NOTE: Home and cell phone number can be used as a search agent to locate patient if no other information is available.  Please enter this information when available.
3. Click the "**SAVE**" button found at the bottom of the screen.

When all information is completed, click the **SAVE** button at the bottom of the screen.



*Figure 13: Add H1N1 Vaccination screen for new patient*

## Add H1N1 Vaccination (**NJIIS user AND H1N1 provider**)

This portion of the manual is for current NJIIS users who are also H1N1 providers.

If a user is an existing NJIIS User, but is a Provider for H1N1 vaccine (and not a NJIIS Provider), **only H1N1** vaccine will appear on their list in the Add Inventory screen.



*Figure 14: Add H1N1 Inventory (NJIIS User / H1N1 Provider)*

When the NJIIS/H1N1 provider enters the vaccination information for patients, **ONLY H1N1** vaccine will display in the Vaccine ID drop down list on the "**Add New Immunization**" page in NJIIS data entry screen.
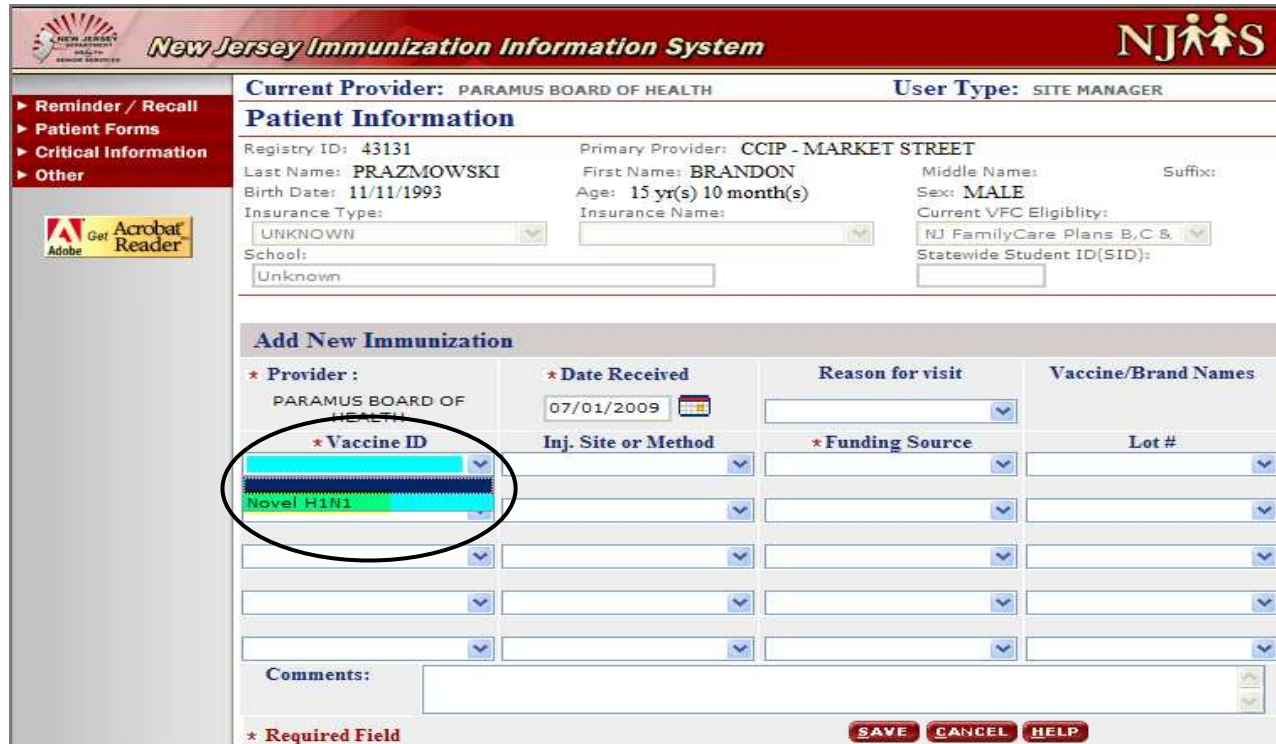


*Figure 15: Add H1N1 Vaccination (NJIIS User / H1N1 Provider)*

## Add H1N1 Vaccination (NJIIS User / H1N1 and NJIIS Provider)

If the user is an **existing NJIIS** user performing data entry for a **NJIIS and H1N1 provider**, the inventory list will include all vaccines **including H1N1** in drop down.



*Figure 16: Add H1N1 Inventory (NJIIS User / H1N1 + NJIIS Provider)*

The user will get all vaccines **including H1N1** in the vaccine ID drop down list on "**Add New Immunization**" page in NJIIS data entry screen to record patient vaccination. H1N1 vaccines should be entered ONLY via "**New Immunization**" button, not through "Provider History" button.



*Figure 17: Add H1N1 Vaccination (NJIIS User / H1N1 + NJIIS Provider)*

## Add H1N1 Vaccination (NJIIS User / NJIIS Provider)

If the user is an **existing NJIIS** user performing data entry for an **existing NJIIS provider** who has not been selected as a H1N1 vaccinator site, the H1N1vaccine will **not** be in the vaccine ID drop down list on "Add New Immunization" page in NJIIS data entry screen. Inventory will **not** include H1N1 vaccines in drop down.